

~~SECRET~~

FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION
AUG 10 1956

The Comptroller

Chief, Management Staff

Records Management

1. As indicated in my discussion at the DCI meeting of 6 August, there follows a summary of the major areas for potential accomplishment in records management activity in your office. I feel there is a great deal to be gained from this program. My purpose at this time is simply to point up the areas where further work is needed rather than to review overall accomplishments. I am doing this from a general knowledge of your program but without detailed information on your operations or the activities of your records officer.

Records Creation: Reports management should be particularly profitable in your Office and adequate time should be allocated for establishing and maintaining the necessary continuing control and analysis of reports. Your records officer is serving as a central clearing point for forms; but she will require more training and considerably more time to perform the review and analysis necessary to develop the most economical and efficient forms. A survey should be conducted to determine whether measures are needed to improve the quality of correspondence and to reduce its cost.

Records Maintenance: The Agency filing system is applicable with modifications to all correspondence records and could be installed in all divisions and staffs. Studies should be made to improve filing operations, record systems, and mail control procedures.

Vital Materials: A Vital Materials schedule that adequately documents the essential emergency records of your Office is needed. Each Office in the DD/S and DD/I areas has such a schedule.

Disposition: Good progress has been shown in the transfer of inactive records to the Records Center and records schedules have been developed. However, the management of your records disposition program would be more effective if a records inventory were taken. Information secured in this manner reveals the age and volume of records and shows the rate of accumulation of your files.

With this knowledge it is often possible to analyze and control the growth of certain files. In addition, volume figures are essential to maintaining a record of material retired, destroyed and on hand, and they provide a means of measuring the overall effectiveness of your program with respect to the percentage of permanent and temporary records created by the Office.

25X1A9a

2. I feel that the records created by your staff are especially important and that their proper management requires continued attention. The Records Management Staff will continue to provide your records officer with technical assistance. However, the success of your program will depend equally upon the amount of time that she can devote to records management. I feel that this should be full time. Mr. [REDACTED], Chief of the Records Management Staff, would appreciate an opportunity to discuss this with you. Also, if I can be of further assistance, please let me know.

25X1A9a [REDACTED]

Distribution:

Addressee - 2

MgtS - 1

RMS - 1

25X1A9a MgtS/RMS/[REDACTED]pat (8/8/56)